

SUSPENSE: 4 Aug 00

CEHR-D (690-400a)

24 May 00

**MEMORANDUM FOR STAFF PRINCIPALS, HQUSACE, AND COMMANDERS/DIRECTORS, MAJOR
SUBORDINATE COMMANDS AND FIELD OPERATING ACTIVITIES**

SUBJECT: Defense Leadership and Management Program (DLAMP)

1. This is to provide information for the next window of opportunity for applicants to apply for the Defense Leadership and Management Program and to establish the suspense date of 4 August 2000 when nominations are due to CEHR-D. DA's announcement, and application requirements will be released very soon in the FY2001 ACTEDS Catalog at

<http://cpol.army.mil/train/fy2000/ch04dlamp.html>.

2. Many eligible candidates want to know what they can do now to get started on their applications. Although some application requirements have been changed and enhanced for 2001, one thing that has not changed is the requirement to write a qualification statement describing how the applicant meets the five Office of Personnel Management Executive Core Qualifications and the Defense Criterion. These are: Leading Change; Leading People, Results Driven; Business Acumen; Building Coalitions/Communication; and Broad Defense Perspective. Candidates who want to get started now should access the FY00 announcement and begin working on their write-ups.

3. A WORD OF CAUTION - Various application documents are to be created on plain paper, command letterhead, or Army-prescribed on-line forms. Due to the refinements to the FY2001 application, APPLICANTS MUST BE ADVISED NOT TO PUT ANYTHING IN FINAL UNTIL THEY HAVE VERIFIED AGAINST THE FY2001 ANNOUNCEMENT THAT THEY HAVE FOLLOWED THE FY2001 GUIDANCE AND USED THE LATEST FORMS.

Applications that do not meet FY2001 requirements will be returned without action.

4. A quick summary of the changes or clarifications since FY00:

- Use "2001 DLAMP Applicant Information Sheet" vs "2000" version (Enclosed).
- Resume' and Education History are combined into one document, not to exceed three typewritten pages. (Linked to RESUMIX web site.)
- Each ECQ/Defense Criterion must be addressed separately, not to exceed a total of three typewritten pages for all six write-ups.
- Supervisory endorsement must be on letterhead.
- MACOM Commander/Head of Independent Reporting Activity (IRA) endorsement must reflect MACOM or IRA-wide rank order if more than one nomination is submitted.

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- Nominee's Statement of Interest: address career goals, aspirations and suitability for the program.
- SF 181, Race and National Origin Identification form will be available ONLINE.
- Margins must not be less than one inch, and the font easy to read (Arial) and not smaller than 12.
- AND FINALLY - Go for quality, not quantity.

5. Based on the CEHR-D suspense of 4 August 2000, MSCs should establish an internal suspense for their subordinate commands to allow time for MSC review and endorsement prior to forwarding to CEHR-D. Additionally, please ensure that applicants do not finalize their application package until after the FY2001 announcement has been publicized and they have followed that guidance and used the latest forms.

6. If you have any questions, please call Marilyn Jerrell at (202) 761-5004.

FOR THE COMMANDER:

Encl

//Signed//
Joseph A. Levy
for SUSAN DUNCAN
Deputy Chief of Staff
for Human Resources

CF:

MACOM Career Program Managers
Human Resource Officers
Training Officers/Points of Contact

